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**From:** SCHOOL FINANCE [INBOX]  
**Sent:** Monday, January 28, 2008 9:43 AM  
**Subject:** STaR Team SAIS Bulletin No. 9 (FY08) - ESS Census Verification

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Arizona Department of Education  
System Training and Response (STaR) Team  
<http://www.ade.az.gov/schoolfinance/star>

STaR Team Bulletin No. 9 (FY08) – Verifying the December 1 Federal Special Education Census  
Monday, January 28, 2008

The STaR Team has recently published, [“Recommended Procedure: Verifying the December 1 Federal Special Education Census”](#) as part of the *SAIS Information Series*.

It is important to understand that the Census Verification process requires Public Educational Agencies (PEAs) to submit the count of students ages 3 to 21 who were receiving Special Education Services on December 1 separately from SAIS, and then to ensure that SAIS data match the submitted/verified count. This addition to the *SAIS Information Series* steps PEA personnel through the procedures required to ensure that counts extracted from SAIS match the actual count submitted by the PEA.

Exceptional Student Services is expected to open the ESS Census Verification application on the ADE Common Logon on January 31 for the purpose of verifying the December 1, 2007 Federal Special Education Census.

*Whenever you have immediate need for assistance with specific issues related to SAIS, please visit our web site at <http://www.ade.az.gov/schoolfinance/star/> and click on "Request for SAIS Training and Assistance."*